

TENNESSEE EDUCATION LOTTERY CORPORATION

Invitation to Bid

A. PURPOSE

The Tennessee Education Lottery Corporation (“**TEL**”) is soliciting bids for the following services and/or products:

Sales and Marketing Forms

Minimum requirements for this Invitation to Bid (“**ITB**”) are defined in **Section G, SPECIFICATIONS AND REQUIREMENTS.**

B. GENERAL INFORMATION AND SCHEDULE

This ITB has been issued on Tuesday, December 23, 2003. Questions and requests for clarifications relating to this ITB should be directed to Jasmine Batth, who can be reached at:

Tennessee Education Lottery Corporation
Plaza Tower MetroCenter
200 Athens Way
Nashville, TN 37228
Telephone: 615-253-1108
Facsimile: 615-253-6886

Delivery of five (5) copies of the responses to this ITB are due no later than **5:00 p.m.** Central Time on ***Monday December 29, 2003.***

C. EQUAL OPPORTUNITY

The TEL prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation.

The TEL will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with the corporation provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Corporation.

D. MINORITY PARTICIPATION

It is an overall objective of the TEL to encourage involvement by minority contractors and suppliers in business activities generated by the Corporation, while assuring that such activities will be conducted in accordance with all applicable laws. Furthermore, in accordance with the Tennessee Education Lottery Implementation Law, it is the declared

policy and intent of the Corporation to strive to maximize participation of minority owned businesses to achieve a minimum participation of fifteen percent (15%) through all business contracting opportunities.

Firms interested in doing business with the TEL are required to complete Exhibit A (Minority-Owned Business Utilization Plan) and include within its bid response a short narrative describing its commitment to assist the Corporation in striving to maximize participation of minority-owned businesses.

E. NON-EXCLUSIVE RIGHTS

The TEL does not intend to grant any entity the exclusive rights to provide all equipment, materials, and services required by the TEL during the period covered by any contract resulting from this ITB.

F. ACCEPTANCE

The TEL reserves the right to accept or reject any and all bid responses, and to negotiate with any or all vendor(s) in any manner necessary to serve the Corporation's best interests.

G. SPECIFICATIONS AND REQUIREMENTS

Categories to be evaluated include:

- Cost
- Delivery

Specifications:

Winner Claim Form – Form # TEL-100

Qty – 50,000

Size - 8 ½" x 11"

Ink - 1/1 Black (all 3 parts)

Stock - 3 part NCR / White, Yellow, & Pink

Number Consecutively in Red

Shrink in Packages of 100 / Include Chipboard for Support

Retailer Request for Adjustment – Form # TEL-101

Qty - 20,000

Size - 8 ½" x 11"

Ink - 1/0 Black

Stock - 3 part NCR / White, Yellow, & Pink

Number Consecutively in Red

Shrink in Packages of 100 / Include Chipboard for Support

Returned Ticket Receipt – Form # TEL-102

Qty - 20,000

Size - 8 ½" x 11"

Ink - 1/0 Black

Stock - 4 part NCR / White, Yellow, Pink, & Goldenrod

Number Consecutively in Red

Shrink in Packages of 100 / Include Chipboard for Support

Retailer Termination Form – Form # TEL-103

Qty - 5,000

Size – 8 ½" x 11"

Ink - 1/0 Black

Stock - 5 part NCR / White, Green, Yellow, Pink, & Goldenrod

Number Consecutively in Red

Shrink in Packages of 100 / Include Chipboard for Support

Art Created in Pagemaker and Furnished on Disk

Do not quote a Snap Out NCR

Mandatory delivery of all forms on 01/06/04

Cost to include 9.25% relevant sales tax & shipping charges

EXHIBIT A

**MINORITY-OWNED BUSINESS UTILIZATION PLAN
(MUST BE COMPLETED AND SUBMITTED AT CONTRACT AWARD)**

Company: _____
RFP: Sales and Marketing Forms

I, _____, do certify that on the following procurement opportunity
(Vendor)

_____, the following Minority-Owned Businesses will be utilized as
(Opportunity)
subcontractors, vendors, suppliers, or provide professional services:

Name	Description of Work	Contract Value	Joint Venture (Yes/No)	% of Minority Ownership	Certified (Yes/No)	Certification Agency

(If additional space is needed this form may be duplicated)

TOTAL CONTRACT VALUE: _____

TOTAL % OF MINORITY BUSINESS PARTICIPATION: _____

I hereby certify that MOB were unavailable as defined in the EBO program to submit bids to provide goods and services for this RFP/Bid's purpose.

Reasons for the "Unavailability":

The finalized EBO Form B shall not be changed or altered after award of a contract without approval from the Corporation. The Vendor is required to provide written notice describing the reasons for the change to the Corporation to obtain approval of any changes to this form.

Submitted by:

Authorized Representative Signature

Title

Date